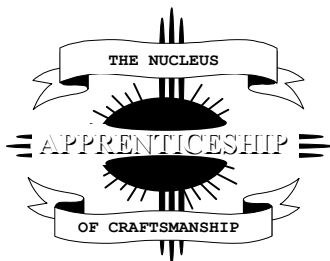




**STANDARDS OF APPRENTICESHIP
adopted by**

LIMITED ENERGY TECHNICIAN JATC

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
LIMITED ENERGY TECHNICIAN		822.361-018	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JANUARY 19, 1996

Initial Approval

By: LAFRANK NEWELL
Chairman of Council

JANUARY 19, 2001

Addendum Amended

By: PATRICK WOODS
Secretary of Council

OCTOBER 19, 2001

Committee Amended

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NOTE: THE FOLLOWING ADDENDUM SHALL BE SPECIFIED TO THE INDIVIDUAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE AND ITS CRAFTS.

1. **GEOGRAPHICAL AREA COVERED:**

The area covered by these standards shall be the counties of Clark, Klickitat and Skamania.

2. **MINIMUM QUALIFICATIONS:**

A pool of eligible applicants will be established consisting of individuals who qualify for an oral interview. To qualify for an oral interview, an applicant must meet the following basic requirements.

Age: At least 18 years of age. Proof of age may be required.

Education: Applicants must be high school graduates with a 2.00 GPA or have a GED of at least 255 points.

Minimum math: Must have completed one full year of high school algebra or one post high school algebra course (equivalent to one year of high school algebra) with a grade of "C" or better, or must present current math placement test with results from a community college facility indicating a placement level beyond high school level algebra.

Physical: Applicants shall be physically capable of performing the work of the trade.

Testing: Obtain qualifying score of four (4) or better on the National JATC aptitude test.

Other: Applicants selected from the pool may be required to provide results of physical examination if the committee elects. Applicants accepted into apprenticeship may be required to take a substance abuse test by their employer. A \$25.00 non-refundable application fee will be charged. Individuals with income below 150% of the federal poverty guidelines may apply for a fee waiver.

3. **CONDUCT OF PROGRAM UNDER WASHINGTON EMPLOYMENT OPPORTUNITY PLAN:**

A. **Selection Procedures:**

1. Application Notice and Schedule
 - a. The committee will accept applications on year-round basis, on dates and times specified by the committee.

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- b. Application information will be disseminated according to the committee's affirmative action plan at least semi-annually.
Information will include:
 - 1. Dates, times, and location applications will be accepted.
 - 2. List the minimum qualifications for the program, supporting documentation required and applicable timelines.
 - 3. Provide a general description and duties of the occupation.
- 2. Application Process
 - a. Applications will be provided to all interested individuals at:
NECA-IBEW Electrical Training Center
16021 NE Airport Way NE
Portland, Oregon 97230
 - b. Individuals must apply in person; applications must be completed and returned on site.
 - c. Prior to receiving an application, each applicant's name will be entered in the "Applicant Log" which will identify all applications by a log number corresponding to the application number.
 - d. All supporting documentation must be submitted by the specified deadline as stated in the opening announcement
- 3. Verification of Minimum Qualifications:
All applications and supporting documentation will be reviewed for minimum qualifications.
- 4. Non-Qualified Applicants
Applicants who do not meet the minimum requirements will be notified in writing; notification will include reason for rejection, the requirements for admission to the eligibility pool, and the appeal rights available to the applicant.
- 5. Aptitude Test:
 - a. All qualifying applicants will be scheduled to take the NJATC aptitude test.
 - b. Applicants must meet a minimum qualifying score as established and validated by the American Institute for Research and adopted by the committee to qualify for an interview.
- 6. Pool of Eligible Applicants
 - a. Qualifying applications from the eligibility pool will be scored and ranked using an interview system to establish the ranked order list; all applicants will be asked the same questions.
 - b. These individuals will then be placed in a pool of eligible applicants and retained on an active list for a period of two (2) years.

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- c. Individuals may be removed from the pool at an earlier date by their request or by failing to respond to the committee when notified.
- d. It shall be the responsibility of the applicant to notify the committee of any change of address.

7. Placement

- a. Whenever possible, all current apprentices will be employed before new applicants are hired.
- b. Applicants will be offered employment based on the order of their rank in the pool of eligibles.
- c. If an individual fails to respond to an apprentice job assignment provided through the placement process, the individual will be removed from the pool.

8. Exemptions:

After completing an apprenticeship application:

- a. An employee of a nonsignatory employer not qualifying as a journey-level worker when an employer becomes signatory, shall be evaluated by the JATC, using constant, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- b. AN individual who signs an authorization card during an organizing effort wherein fifty percent (50%) or more of the employees have signed; whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.

B. Affirmative Action Plan:

- 1. Participation in annual workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
- 2. Cooperate with school boards, community colleges and vocational schools to develop programs, which prepare students for entrance into apprenticeship.
- 3. Disseminate information, within shops or concerned, concerning equal opportunity policies of the program's sponsors.

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4. Engage in OUTREACH or other such programs where available, designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship. (If signatory to OUTREACH program, attach appropriate documents).
5. To encourage establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.
6. Grant credit for previous trade experience or trade-related courses for all applicants equally.
7. Engage in any other such action as stated above to ensure that recruitment, selection, employment, and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin, or sex.

4. **TERM OF APPRENTICESHIP:**

Eight thousand (8000) hours of reasonably continuous employment.

5. **PROBATIONARY PERIOD:**

The first 1600 hours of employment and one year of related instruction shall be considered a probationary period.

6. **RATIO OF APPRENTICES TO JOURNEYMEN:**

The number of limited energy technician apprentices shall not exceed a ratio of one (1) limited energy technician apprentice to the first one (1) limited energy technician in full employment on-the-job in order to assure adequate training and supervision. Additional limited energy technician apprentices are authorized at the rate of one (1) apprentice to two (2) additional limited energy technician journey-level workers.

7. **WAGE PROGRESSION:**

Apprentices shall be paid on the following percentage basis in accordance with WAC 296-04-270 (2)(c):

- 1st 1000 hour period 50% of the journey-level worker rate
- 2nd 1000 hour period 55% of the journey-level worker rate
- 3rd 1000 hour period 60% of the journey-level worker rate
- 4th 1000 hour period 65% of the journey-level worker rate
- 5th 1000 hour period 70% of the journey-level worker rate
- 6th 1000 hour period 75% of the journey-level worker rate

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7th 1000 hour period 80% of the journey-level worker rate
8th 1000 hour period 90% of the journey-level worker rate

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8. WORK PROCESSES:

Approximately 8,000 hours of on-the-job training are required for completion of the Limited Energy Technician Apprenticeship.

The work processes to be learned and the approximate hours required for each one are:

<u>Limited Energy Technician</u>	<u>D.O.T. 822-361.018</u>	<u>Hours</u>
A. Cables and supports (conduit, flex, cable tray, duct, cable, etc.)		3000
B. Telecommunications and Data..... (voice and data transmissions, networking, fiber optics)		2000
C. Alarm systems..... (fire and life security systems, security, etc.)		1500
D. Specialized systems (nurse call, sound, CCTC, MATV, PA and paging, electronic and electro-mechanical apparatus)		1500
TOTAL HOURS:		8000

The Committee realizes that the completion of 8000 hours on-the-job training is the ideal but recognizes that most Limited Energy Technician apprentices will not be able to fulfill the total amount of hours specified in each and every work process as set forth in the standards.

ALL OF THE FOREGOING WORK EXPERIENCE AS HEREIN NOTED IS
UNDERSTOOD TO MEAN AS IT PERTAINS TO THE TRADE HEREIN INVOLVED
IN THESE STANDARDS.

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9. RELATED/SUPPLEMENTAL INSTRUCTION:

- A. Each apprentice shall enroll in and attend classes in subjects related to this trade as approved by the State Board for Community and Technical Colleges, for a minimum of 144 hours per year.
- B. The methods of related/supplemental training shall count of one or more of the following:
 - (X) Supervised field trips
 - (X) Approved training seminars
 - () A combination of home study and approved correspondence courses
 - () Technical college
 - (X) Community college
 - (X) Training trust
 - () Other
- C. Hours: 180
- D. Satisfactory progress must be maintained in related training classes. (See Section 10, Administrative/Disciplinary Procedures).

10. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

- A. The limited energy technician apprentice is required to sign an apprenticeship agreement and apply himself/herself both on-the-job and in the related training program and continually strive to become a skilled limited energy technician. The limited energy technician must not miss work or related training classes except for good cause. The limited energy technician apprentice must comply with the provisions of these standards and any applicable agreement.
- B. The employer must have and maintain at all times sufficient plant facilities, equipment and fully trained limited energy technicians to train in the work processes and comply with the provisions of these standards. A valid certification by the Apprenticeship Committee that the employer is an appropriate training agency shall be prima facie proof of compliance with this section.

Working conditions of the Limited Energy Technician apprentices shall conform with laws and regulations affecting their health, welfare and safety.

- C. The employer shall take all steps necessary to see that each limited energy technician apprentice works with qualified technicians and is assigned to working and learning tasks in order to master on-the-job training and related instruction.

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- D. The employer must comply with the provisions of these standards and any agreement applicable to the sponsor's program. The employer, must make regular reports to the apprenticeship Committee.
- E. Valid drivers' license may be required by the employer.
- F. Work Progress Reports must be turned in to the apprenticeship office no later than the 1st of each month and will be considered late if received after the 10th of each month. Late penalties are that for every day a report is late, there will be a 5-day penalty. Reports received 30 days late will result in a committee appearance. Re-rates will delayed by the number of days penalized.

11. **COMPOSITION OF COMMITTEE AND ALTERNATES:**

A quorum consists of 2 Management members and 2 Employee members.

The employer Representatives Shall Be:

Tim Gauthier, Secretary
Oregon-Columbia NECA
601 NE Everett
Portland, OR 97232

Gene Heil
Heil Electric
8425 SE Stark
Portland, OR 97216

Dick Frahler
Frahler Electric
11860 SW Greenburg Road
Tigard, OR 97223

Gary Price
Friberg Electric
PO Box 2650
Hillsboro, OR 97123

The Employee Representatives Shall Be:

Keith Edwards, Chair
IBEW Local 48
15937 NE Airport Way
Portland, OR 97230

Steve Shiprack
IBEW Local 48
15937 NE Airport Way
Portland, OR 97230

Bob Palandech
11851 SE 36th
Milwaukie, OR 97222

William Taggard
2765 SE Cleveland Drive
Gresham, OR 97080

12. **SUBCOMMITTEE:** (None)

13. **TRAINING DIRECTOR/COORDINATOR:**

LIMITED ENERGY TECHNICIAN JATC

Ken Fry, Director of Training
NECA-IBEW Electrical Training Center
16021 NE Airport Way
Portland, OR 97230